

CAPPS HR/Payroll — User Group Meeting Minutes

Tuesday, Aug. 24, 2021

9–11 a.m.

(Webinar Only)

I. Welcome (Andrea Smith)

- User Group meeting materials are posted on FMX.
 - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov

II. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
 - Reviewed the CAPPS HR/Payroll Summary and Trend Report 08/24/2021 document.
 - In June, there were 737 active SRs with 86 in high priority status.
 - As shown on the trend chart, there were 723 SRs opened and 749 closed.
 - The HR/Payroll go-live and fiscal year-end activities contributed to the amount of tickets opened.
- **Governance Approved Enhancements**
 - The CAPPS HR/Payroll Governance Approved SRs 08/24/2021 document was not reviewed during the meeting because there were no updates since the last meeting.
- **Required Maintenance**
 - Reviewed the CAPPS HR/Payroll Required Maintenance 08/24/2021 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 20334 and SR 27480 are for the Payroll module and implement the Notice of Change (NOC) processes for CAPPS *Employee Direct Deposit* page. These tickets are *In Work* and slated for Production on Sept. 16.
 - 20358 is for the Recruiting module and implements the mandatory upgrade of CAPPS Recruit to release 21B.2. The ticket is in statewide *Acceptance Testing*.

III. Upcoming Vote: SRs Submitted to Governance (Richard Kral)

- Reviewed the CAPPS HR/Payroll SRs Submitted to Governance 08/24/2021 document.
- SR 23162 is for the *Performance Management* module and configures templates that smaller agencies can use that allows the approval process without second level managers. Agencies can open a ticket if they would like this option implemented. The CAPPS support team recommends a vote to approve the ticket.

IV. Project Update: CAPPS Fiscal 2021 HR/Payroll Agency Deployment Project Dashboard (Diana Urban)

- Reviewed the CAPPS Fiscal 2021 HR/Payroll Agency Deployment Project Dashboard 08/24/2021 document.
- Implementation occurred on July 12, 2021, with 7 deployed agencies.
- Key items:
 - Project is now at 99% completion.
 - The CAPPS HR/Payroll team ran the first payrolls for the newly deployed agencies.
 - Continue to provide production support continues for the deployed agencies.
 - This is the last update for the Fiscal 2021 dashboard.
 - At next month's HR/Payroll User Group meeting, the Fiscal 2022 dashboard will be reviewed.

V. Discussion Topic: Fiscal Year-End Update (Stacey Hassin)

- Desk aids and additional documents for fiscal year-end (FYE) are available in each agency's FYE SR. If there are any questions or assistance is needed, please respond in the agency's ticket.
- Important dates:
 - **Aug. 31, 2021** – The final *budget load* spreadsheets must be attached to the fiscal year-end ticket.
 - **Aug. 31, 2021** – Must attach the final list of employees to be returned to *Temp Assignment* or *Disciplinary Reduction* with effective dates of Sept. 1 (or sooner) to the fiscal year-end ticket.
- HR/Payroll fiscal year-end checklist contains the due dates for agency review. This is posted with the meeting materials on FMX.
- CAPPS Production and Non-Production environments for HR/Payroll, Financials and Enterprise Learning Management will be unavailable Tuesday, Aug. 31, 2021 (5:00 p.m.) – Friday, Sep. 3 (8:00 a.m.) for fiscal year-end activities and for 2021 Financials Deployment activities.
- CAPPS Recruit will remain available. Users can access these systems through the link below. TDIS Multi-Factor is still required.
 - Recruit: <https://capps.taleo.net>

VI. Discussion Topic: State Employee Family Leave Pool (Erika Condado-Alvarado)

- Track the 87th Legislative HB 2063 (related to the establishment of a State Employee Family Leave Pool) through SR 29751.
 - Withdrawals from the pool are limited to the lesser of either: one-third the total balance or 90 days.
 - All employees will be enrolled in new Comp Time Off Plan (FMLYLVPOOL) as of Sept. 1, 2021.
 - Employees can only use the pools once they have exhausted their own annual and sick leave balances.
 - Agencies can update the Job Code table effective Sept. 1, 2021, after the FYE roll is complete.
 - The CAPPS HR/Payroll team will update the related FDD with the changes and the new Time Reporting Codes (TRCs) and send an FAQ document with additional information.

VII. Discussion Topic: Employee Organization Membership Fees Update (Danette McWilliams)

- Reviewed the CAPPS HR/Payroll Employee Membership Fees Update 08/24/2021 document.
- Texas Administrative Code, Sec. 5.36, was repealed and amended. As a part of that amendment process, it was determined that changes are necessary to the existing CAPPS functionality regarding these deductions.
- The CAPPS Support team is temporarily disabling the CAPPS Employee Self Service (ESS) functionality on the Voluntary Deductions page for self-service authorization of fees to organizations. Payroll administrators and processors can make changes for the employees.
- Additional details about these changes are available on FMX's Texas Payroll/Personnel Resource page for [Employee Organization Membership Fees](#).
- Details about this change were sent to agency Level 1s on Aug. 17. Additional updates and progress on the related SRs will be communicated in future user groups and possibly sent out via other communications channels.
- CAPPS Level 1 Support Staff can review details and monitor the SRs for updates and progress:
 - SR 31172 temporarily removes Org Authorization from ESS.
 - SR 31175 adds Consent Verbiage in ESS for Org Authorizations.
 - SR 31177 creates a Reconciliation Report for Org Authorizations.
 - SR 31174 adds EE Org Authorization In ESS.

VIII. Upcoming HR/Payroll User Group Meeting

- Tuesday, Sept. 28, 2021.